STATE OF COLORADO

COLORADO
Department of Agriculture
Division of Plant Industry

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Date: Effective - August 1, 2014

To: On-Line Continuing Education Course Providers

From: Jonathan Handy, CDA Pesticide Applicator Program Coordinator

Subject: Distance Learning Continuing Education Course (CEC) Approval Criteria Policy

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The Colorado Department of Agriculture (CDA) promotes a diversity of continuing education credit (CEC) options for licensed pesticide applicators, including on-line distance learning CECs. Internet-based workshop sponsors must meet the requirements in Part 4 of the Pesticide Applicator Rule as described in the Continuing Education Requirement Policy, as well as the following requirements specific to on-line CEC course approval.

On-line Courses
1) Web-based course providers must have some form of password protection. The applicator must enter a specific password, issued by the provider, to enter the site and complete the course. The provider must obtain the client's Colorado applicator ID number and include this with each course submitted for credit.
2) The course provider must capture a photograph of the student at the time the course is initiated. This photo may be captured in any manner but must be submitted to the CDA when confirming the applicator's successful completion of the on-line CEC.
3) Each student must sign a CDA approved anti-fraud statement, such as:
   "I attest that I am the applicator taking this on-line course and understand that should it be proven that this statement is false the continuing education credits approved for the successful completion of this course will be denied and I may be subject to penalties under the Colorado Pesticide Applicators' Act for making false or fraudulent representations."
   The signed statement must be provided along with evidence the course was passed at the time credit is requested.
4) The CDA will approve pest management credits only; **no core category credits** will be approved for on-line CEC courses.
5) The course must administer a final exam that covers the subject material and the applicator must pass with a minimum 70% score. Failure to pass the exam must result in the applicator retaking the course or having no credit awarded.
6) Exams questions must be scrambled each time an applicator retakes an exam.

7) The course must be interactive; the training material and interactive system must require the applicator to remain in the course site for a minimum of 60 minutes. Examples of interactive elements include but are not limited to; a video that must be viewed prior to moving to the next training module, a brief set of questions periodically through the material that must be correctly answered prior to allowing the student to continue with the course, or a similar interactive system approved by the CDA. It is not acceptable for the on-line training course to allow the student to skip forward through the training material directly to the final exam or in less than the required course time requirement. A student may be allowed to log in and out to take the course in sections, if unable to complete the on-line CEC course during one sitting.
8) Subject matter and exams must be revised to reflect pest and industry updates, at a minimum, every three years.
9) Web-based course sponsors must send notification of the applicator's successful completion of the on-line training course to CDA no later than 7 days after the conclusion of the course. Notification must include the name of the applicator, the photo file captured when the course was initiated, the Colorado applicator ID number of the student, the security agreement and the applicator's exam results. The photo file must be named in the following format, with the applicator's first and last name and applicator ID number (e.g.: JohnDoe01234)
10) Web-based course sponsors must give each applicator some form of confirmation (e.g.: certificate, letter, etc.) of the successful completion of the course for the applicator's records.
11) Web based course sponsors must apply for CEC course renewal each year and submit course changes or new course material(s) no later than June 30 each year.
12) New on-line courses may be submitted at anytime. Expired on-line courses may be submitted anytime after the expiration of the course, but no CECs will be awarded between the expiration date of the course and approval date. Approval dates run on the Colorado Fiscal Year, July 1 – June 30.

Live Skype, Other Similar Type and Webinar CEC courses:
Live Skype and Webinar CEC courses may be submitted for approval under the following conditions. Such courses must meet the Continuing Education Requirement Criteria Policy, as well as the following requirements specific to Skype and Webinar CEC course approval. Courses offered via Skype and in person formats should be submitted on one form with both formats indicated.

1) The provider must obtain the client's Colorado applicator ID number and associate this with each course submitted for credit and verify their identity through some form of identification (e.g.: state issued driver's license).
2) The course provider must capture a photograph of the student at the time the course is initiated. This photo may be captured in any manner but must be submitted to the CDA when confirming the applicator's successful completion of the Skype or Webinar CEC.
3) A camera feed or other CDA-approved student monitoring method is required throughout the course period.
4) Interaction with the student must be provided via conference call or webinar software to facilitate questions and answers.
5) Training materials should be made available to the trainee, unless otherwise approved by CDA.
6) Subject matter must be revised to reflect pest and industry updates, at a minimum, every three years.
7) Skype or Webinar course sponsors must give each applicator some form of confirmation (e.g.: certificate, letter, etc.) of the successful completion of the course for the applicator's records. Such confirmation may be via email and may be simultaneous with notification of CDA.

8) Skype or Webinar course sponsors must send notification of the applicator's successful completion of the training course to CDA no later than 7 days after the conclusion of the course. The CDA Attendance Verification/Summary Form must be submitted with the name of the applicator, the Colorado Pesticide Applicator ID number of the student and the approved CEC sessions the applicator participated in must be noted. The photo captured when the course was initiated must accompany the CDA Attendance Summary form, notating the applicator name and ID number. If sent electronically, the photo file must be named with the applicator's first and last name and applicators ID number (e.g.: JohnDoe01234)

9) The CDA will be provided access links and/or passwords to each course to monitor and/or review materials being presented. If the workshop sponsor is using a "free" version of Skype or other service that limits the number of individuals allowed access or requires the course sponsor to pay for services to expand their ability to allow more than one attendee, CDA reserves the right to require the course sponsor to access a CDA administered Skype, AdobeConnect or other similar system to administer the CEC course to allow CDA to monitor the session(s). CDA may approve other monitoring recommendations made by the workshop sponsor.

10) Skype or Webinar course sponsors must apply for CEC course renewal each year and submit course changes or new course material(s) no later than June 30 each year.

11) New Skype or Webinar courses may be submitted at any time. Expired on-line courses may be submitted any time after the expiration of the course, but no CECs will be awarded between the expiration date of the course and approval date. Approval dates run on the Colorado Fiscal Year, July 1 – June 30.

Definitions
On-line course – A class taught via the Internet.
Skype course – A class taught using the Skype voice-over-IP service.
Webinar - Short for web-based seminar. It is a video conferencing Internet presentation. A key feature of a Webinar is its interactivity- the ability to give, receive and discuss information.

Please contact Jonathan Handy, CDA Pesticide Applicator Program Coordinator, at (303) 869-9063, or jonathan.handy@state.co.us with any questions.